



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

MAY 11, 2012

#49-12

VACANCY ANNOUNCEMENT

DEPARTMENT: CHILDREN'S RESIDENTIAL CENTER

JOB TITLE: COOK II

SALARY: \$13.00 PER HOUR

CLOSING DATE: MAY 21, 2012 AT 5:00 PM

INTRODUCTION: The Lead Cook is under the direct supervision of and receives guidance from the CRC Director. The Lead Cook will prepare and/or directs the preparation of food to be served complying with all applicable sanitation, health and personal hygiene standards and following established food production/nutrition programs and procedures. Performs related work as required.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Determine amount and type of food and supplies required:

- Ensure availability of supplies and food or approved substitutions in adequate time for preparation;
- Comply with established sanitation standards, personal hygiene, and health standards;
- Store food properly and safely, marking date and item;
- Correctly prepare all food served following standard recipes and special diet orders;
- Plan food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food is preserved;
- Apportion food for serving;
- Maintain daily production records;
- Keep work area neat and clean at all times;
- Clean and maintain equipment used in food preparation;
- Complete food temperature checks before service;
- Assists in making arrangements for special events and other related program activities;
- Promotes positive public relations with consumers, family members guests;

- Performs other related duties and assignments as required.

KNOWLEDGE AND SKILLS:

- Must have knowledge of recipe planning and basic math skills for multiple servings, budget planning and inventory keeping.
- Principles of sanitation including health and safety practices and proper cleaning methods.
- Modern methods of preparing and serving a variety of foods and beverages.
- Must maintain skills necessary to safely and efficiently operate kitchen equipment, i.e. oven, stove, dishwasher, meat slicer, coffee machine, steamer, mixer and chef's knives.
- Establishing and maintaining effective working relationships with residential staff and clients.
- Preparing and giving oral and written instructions as well as writing reports, memorandums, and letters.
- Understanding and applying rules, regulations and policies.

EDUCATION AND EXPERIENCE REQUIREMENT:

- Minimum of one year experience as a cook and/or assistant cook.
- High School diploma or GED required.
- Possess a valid Arizona driver's license and be insurable under the agency's automobile policy (must be 23 years old with no more than two (2) moving violations or one (1) accident within the past five (5) years, or be 21 years old with no more than one (1) moving violation within the past three (3) years).

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.